

## **TRINITY COUNTY SUPERIOR COURT COURT SERVICES CLERK I /II**

### **DEFINITION:**

To perform a wide variety of legal clerical duties as required in the Trinity Superior Court. Classes in this series may attend sessions of the Superior Court and perform all duties of Deputy Clerk of the courts.

### **DISTINGUISHING CHARACTERISTICS:**

**COURT SERVICES CLERK I** – This is an entry level position in the Court Services Clerk series which requires prior clerical experience. Under general supervision a Court Services Clerk I is expected to perform a full range of court-related clerical duties in support of court operations. Initially, under close supervision, an incumbent in this class learns general office and specific court policies and procedures.

**COURT SERVICES CLERK II** – Appointment to the II level requires that the employee perform the full range of duties for the class and meet the qualification standards for the class. A Court Services Clerk II is expected to perform these duties with minimal instruction and work reviewed only on completion.

### **SUPERVISION RECEIVED AND EXERCISED:**

General supervision is provided by management, supervisory or higher level clerical positions. General direction is provided by the Superior Court Judges and/or the Court Executive Officer.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- ❖ Attend all sessions of the Superior Court and take minutes of court actions and procedures; receive, mark and store exhibits presented at trial.
- ❖ Record judgments, decrees and orders; transcribe notes and prepare minutes of court proceedings.
- ❖ Impanel juries; administer oaths to witnesses, jurors and bailiff.
- ❖ Maintain court calendar; calendar continuances of court proceedings and matters set by the court.
- ❖ Answer inquiries by mail, telephone or in person relating to court procedures, disposition of cases, court calendar or other related matters as assigned.
- ❖ Examine documents received for conformance, adequacy and form before filing and/or processing.
- ❖ Maintain legal files including records on disposition of cases.
- ❖ Receive and receipt monies for fines, forfeitures, installment payments, bail, fees and other monies.
- ❖ Issue, generate, and recall bench warrants upon order of the Court.

- ❖ Perform a wide variety of clerical work including filing, verifying and recording information on records.
- ❖ Type and proofread a variety of documents including reports, memos, legal documents from oral direction, rough draft, forms, copy, notes or transcription recordings.
- ❖ Operate word processing equipment, and a variety of office related appliances.
- ❖ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ❖ English usage, spelling, grammar, and punctuation.
- ❖ Modern office methods, equipment and procedures.
- ❖ Policies, procedures and legal provisions pertaining to the work of the Court system.
- ❖ Various statutes relating to maintenance of court documents.
- ❖ Legal terminology; laws, codes, ordinances and procedures pertaining to clerking in the Superior Court.
- ❖ Organization, procedures and operating details of the Court Services Unit.

### **Ability to:**

- ❖ Type at a rate of 45 words per minute for timely completion of routine assignments.
- ❖ Perform routine clerical work including filing, typing and related tasks.
- ❖ Take notes of court proceedings with speed and accuracy.
- ❖ Establish and maintain effective relations with other officials, employees and the public.
- ❖ Communicate effectively orally and in writing.
- ❖ Operate a word processor and a computer terminal.
- ❖ Interpret and apply departmental policies, laws and rules.
- ❖ Work independently and follow directions.
- ❖ Maintain confidential information according to legal standards and/or court regulations.
- ❖ Understand the organization and operation of the Court system as necessary to assume assigned responsibilities.

**Experience:**

**COURT SERVICES CLERK I:** Graduation from high school and two years of responsible clerical work which must have involved filing, indexing and processing of legal documents.

**COURT SERVICES CLERK II:** The above, plus one year of experience at a level equivalent to the class of a Court Services Clerk I; or Three years of responsible clerical or administrative experience with court action or legal procedures.